

## **BEACON Support Team (BST) Sponsor Meeting**

**April 17, 2007**

## Agenda

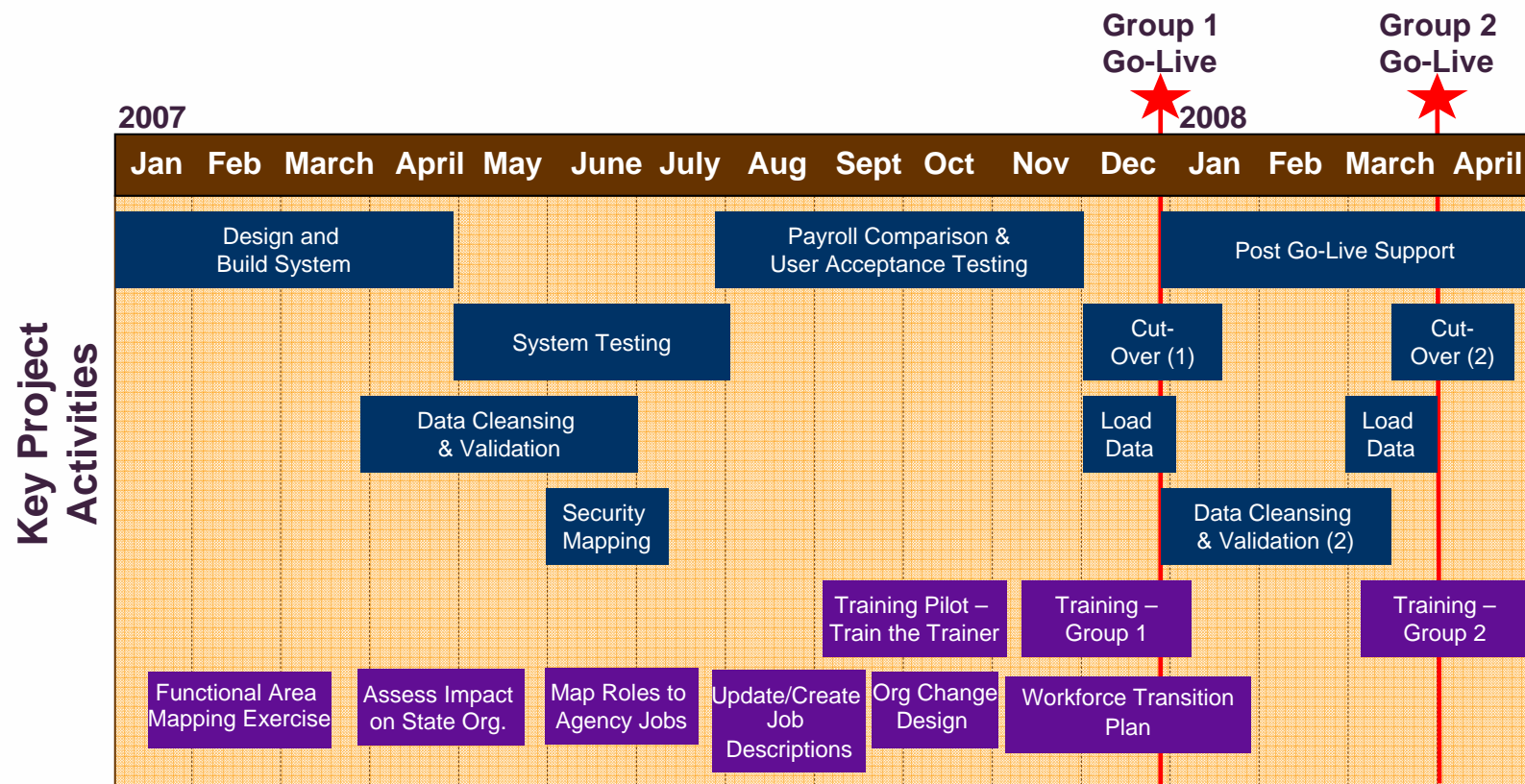
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- Project Update
  - Lowell Magee
- Personnel Administration Overview & Demo
  - Winnie Creech/Julie New
- Training Update
  - Shirley Patterson
- Communications Update
  - Tyler Jones
- Deployment Update
  - Manoj Pandya
- Upcoming Project Activities
  - Edward Brodsky
- Questions and Answers

## Project Update

## Project Update

- Design and Build Status
- Shared Services and Training Vendors status



## Personnel Administration Overview & Demo

## Purpose of Presentation

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- Provide a high-level overview of a typical personnel file in BEACON
- Demonstrate the integration of Payroll, Time, and Benefits with HR.

## Training Update

## **Training Vendor**

- ☐ **Onboarded this week**
- ☐ **Planned activities**
  - **Develop training materials**
  - **Plan deployment**
  - **Conduct instructor certification**
  - **Help manage deployment / co-facilitate classes**
  - **Help to staff practice / transition centers**



## Training Sites

### Received input from:

- ☐ **Dept. of Correction**
- ☐ **Dept. of Health and Human Services**
- ☐ **Dept. of Justice**
- ☐ **Dept. of Juvenile Justice and Delinquency Prevention**
- ☐ **Dept. of Public Instruction**
- ☐ **Dept. of Transportation**
- ☐ **Information Technology Services**
- ☐ **NC School of Science and Math**
- ☐ **Office of Administrative Hearings**
- ☐ **Office of State Budget and Management**
- ☐ **Office of the State Controller**
- ☐ **Office of State Personnel**
- ☐ **Dept. of State Treasurer**

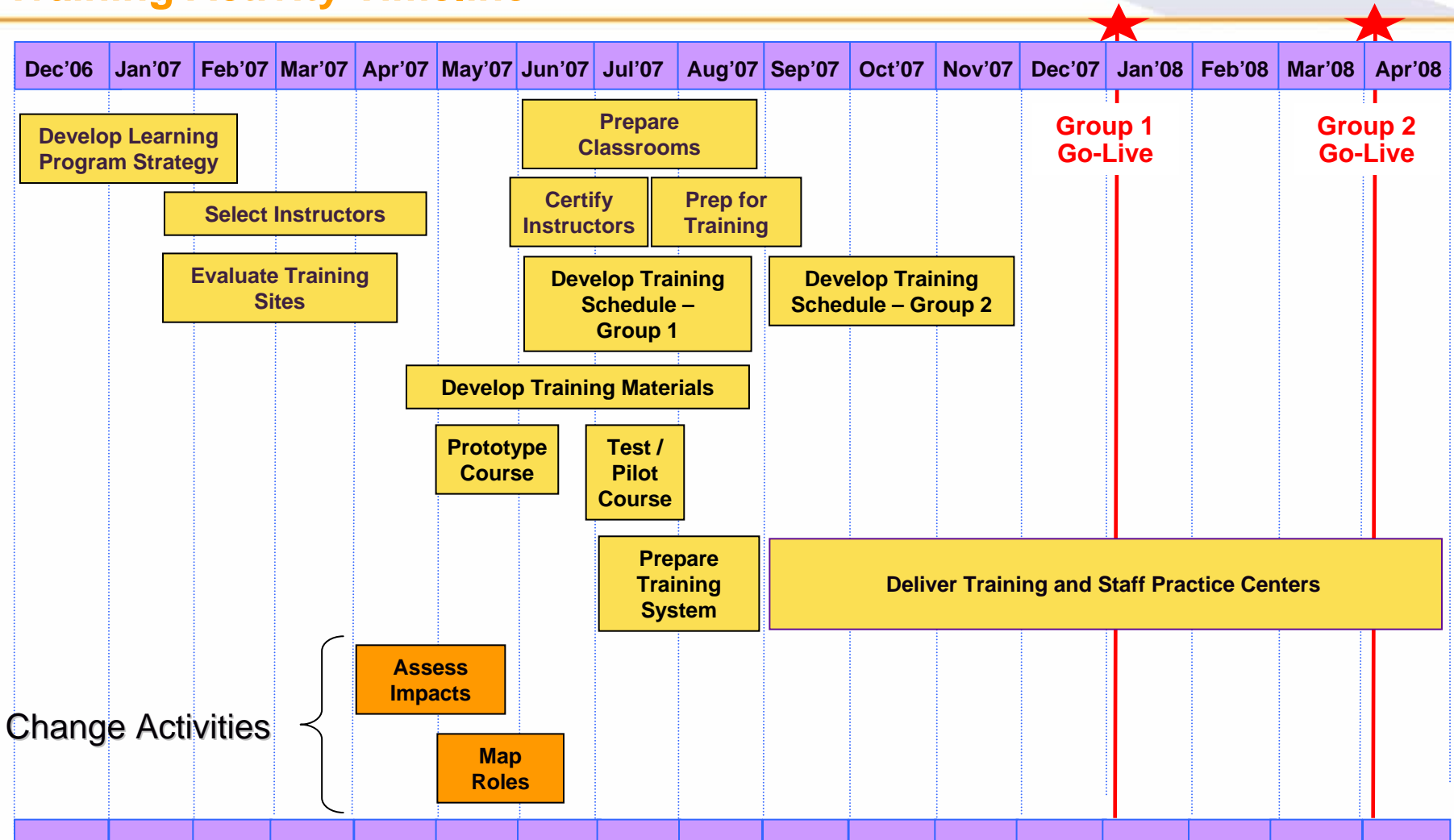
## Recommended Training Instructors

Agency	Number of Instructors
DCCPS	3
DHHS	5
DOA	4
DOC	9+
DOL	4
DOR	1
DOT	4
DPI	2
OSBM	1
Office of the State Controller	4
Office of State Personnel	14
Office of State Treasurer	3

## **Deployment Model**

- ☐ **Cross-agency classes**
- ☐ **Training vendor will co-facilitate classes with agency instructors**
- ☐ **Regional training centers**
- ☐ **Blended learning approach**
  - **Classroom sessions for SAP transaction (Stream 3)**
  - **Computer-based for SAP navigation and policies/procedures**
  - **Practice will be both computer-based and in facilitated sessions**

## Training Activity Timeline



Change Activities

## SAP Work Instruction Demo

## Communications Update

## Communications Update

- **Communications Agent Meeting is scheduled for April 25**
- **Newly updated BEACON website set to launch later this month**
- **Continue to provide agency presentations on request**
- **Spring 2007 Issue of *The BEACON View* will be sent out in May**
  - **Introduce Shared Services Center concept**
  - **Inform end users about system benefits**
- **As we move closer the January go-live date we will be requesting more frequent communication activities**



## Communications Scorecard

Monthly Communications		4th Quarter 2006							1st Quarter 2007					2nd Quarter 2007													
DUE DATE		10/1/06		11/1/06		Agency Communications			12/1/06		Agency Communications			1/1/07		Agency Communications			COLOR CODES								
AGENCY	ACTIVITY	Communication Agent Meeting	Communications Team in Person Meetings	Communication Agent Meeting	OVERALL	Emails/Memos	Web Communications	Newsletters (if applicable)	Agency (departmental) Meetings	Fliers/Posters	Communication Agent Meeting	OVERALL	Emails/Memos	Web Communications	Newsletters (if applicable)	Agency (departmental) Meetings	Fliers/Posters	Communication Agent Meeting	OVERALL	Emails/Memos	Web Communications	Newsletters (if applicable)	Agency (departmental) Meetings	Fliers/Posters	While - Not begun	Blue - Complete	Yellow - Delayed
GROUP 1 AGENCIES																											
	Department of Admin./Lt. Governor's Office																										
	Office of the State Controller																										
	Office of State Personnel																										
	Office of State Budget & Mgmt./Gov's Office																										
	Information Technology Services																										
	Department of Revenue																										
	Department of Transportation																										
	Department of Correction																										
	State Board of Elections																										
GROUP 2 AGENCIES																											
	Administrative Office of the Courts																										
	Crime Control & Public Safety																										
	Department of Agriculture																										
	Department of Commerce																										
	Department of Cultural Resources																										
	Dept. of Environment & Natural Resources																										
	Dept. of Health & Human Services																										
	Department of Insurance																										
	Department of Justice																										
	Dept. of Juvenile Justice & Delinq. Prev.																										
	Department of Labor																										
	Department of Public Instruction																										
	Employment Security Commission of NC																										
	NC Education Lottery																										
	NC Community College System																										
	Office of Administrative Hearings																										
	Office of the State Auditor																										
	Department of the Secretary of State																										
	Department of State Treasurer																										
	Wildlife Resources Commission																										
	NC School of the Science and Math																										
	State Health Plan																										
Overall Scorecard Scoring																											
Number green		26	30	23	29						25	13															
Percentage green		84%	97%	77%	94%						86%	42%															



## Deployment Update

## Deployment Liaisons

Wave	Agency	Staff	E-Mail	Phone
I	Administration	Linda Jefferson	Linda.Jefferson@ncmail.net	431-6620
I	Auctioneer Licensing	Brenda Warburton (HR) Lisa Stubbs (Payroll)	Brenda.Warburton@ncmail.net Lisa.Stubbs@ncosc.net	431-6692 431-6676
I	Barber Examiners	Brenda Warburton (HR) Lisa Stubbs (Payroll)	Brenda.Warburton@ncmail.net Lisa.Stubbs@ncosc.net	431-6692 431-6676
I	Correction	Teresa Shingleton	Teresa.Shingleton@ncosc.net	431-6535
I	Cosmetic Art Examiners	Brenda Warburton (HR) Lisa Stubbs (Payroll)	Brenda.Warburton@ncmail.net Lisa.Stubbs@ncosc.net	431-6692 431-6676
I	Elections	Dominick Derasmo	Dominick.Derasmo@ncmail.net	431-6620
I	Electrolysis Examiners	Brenda Warburton (HR) Lisa Stubbs (Payroll)	Brenda.Warburton@ncmail.net Lisa.Stubbs@ncosc.net	431-6692 431-6676
I	ITS	Carl A. Dean	Carl.A.Dean@ncmail.net	431-6754
I	Opticians	Brenda Warburton (HR) Lisa Stubbs (Payroll)	Brenda.Warburton@ncmail.net Lisa.Stubbs@ncosc.net	431-6692 431-6676
I	OSBM/Gov	Brenda Warburton Karen Yorkdale	Brenda.Warburton@ncmail.net Karen.Yorkdale@ncmail.net	431-6692 431-6692
I	Psychology	Brenda Warburton (HR) Lisa Stubbs (Payroll)	Brenda.Warburton@ncmail.net Lisa.Stubbs@ncosc.net	431-6692 431-6676
I	Revenue	Carl A. Dean	Carl.A.Dean@ncmail.net	431-6754
I	State Controller	Lisa Stubbs	Lisa.Stubbs@ncosc.net	431-6676
I	State Personnel	Brenda Warburton Karen Yorkdale	Brenda.Warburton@ncmail.net Karen.Yorkdale@ncmail.net	431-6692 431-6692
I	Transportation	Manoj Pandya	Manoj.Pandya@ncosc.net	431-6563

## Deployment Liaisons

Wave	Agency	Staff	E-Mail	Phone
II	Administrative Hearings	Lisa Stubbs	Lisa.Stubbs@ncosc.net	431-6676
II	Agriculture	Brenda Warburton Karen Yorkdale	Brenda.Warburton@ncmail.net Karen.Yorkdale@ncmail.net	431-6692 431-6692
II	AOC	Dominick Derasmo	Dominick.Derasmo@ncmail.net	431-6620
II	Commerce	Roberta Price	Roberta.Price@ncmail.net	431-6754
II	Community College	Lisa Stubbs	Lisa.Stubbs@ncosc.net	431-6676
II	Crime Control	Carl A. Dean	Carl.A.Dean@ncmail.net	431-6754
II	Cultural Resources	Kathy Lagana	Kathy.Lagana@ncosc.net	431-6564
II	DHHS	Nancy Boyer Kathy Lagana	Nancy.Boyer@ncosc.net Kathy.Lagana@ncosc.net	431-6679 431-6564
II	Employment Security	Kathy Lagana	Kathy.Lagana@ncosc.net	431-6564
II	Environment & Natural Resources	Lisa Stubbs	Lisa.Stubbs@ncosc.net	431-6676
II	Fiscal Research	Teresa Shingleton	Teresa.Shingleton@ncosc.net	431-6535
II	Insurance	Brenda Warburton Karen Yorkdale	Brenda.Warburton@ncmail.net Karen.Yorkdale@ncmail.net	431-6692 431-6692
II	Justice	Linda Jefferson	Linda.Jefferson@ncmail.net	431-6620
II	Juvenile Justice	Roberta Price	Roberta.Price@ncmail.net	431-6754
II	Labor	Roberta Price	Roberta.Price@ncmail.net	431-6754
II	Lottery	Lisa Stubbs	Lisa.Stubbs@ncosc.net	431-6676
II	Public Instruction	Brenda Warburton Karen Yorkdale	Brenda.Warburton@ncmail.net Karen.Yorkdale@ncmail.net	431-6692 431-6692
II	School of Science & Math	Lisa Stubbs	Lisa.Stubbs@ncosc.net	431-6676
II	Secretary of State	Linda Jefferson	Linda.Jefferson@ncmail.net	431-6620
II	State Auditor	Kathy Lagana	Kathy.Lagana@ncosc.net	431-6564
II	State Health Plan	Kathy Lagana	Kathy.Lagana@ncosc.net	431-6564
II	Treasurer	Brenda Warburton Karen Yorkdale	Brenda.Warburton@ncmail.net Karen.Yorkdale@ncmail.net	431-6692 431-6692
II	Wildlife	Dominick Derasmo	Dominick.Derasmo@ncmail.net	431-6620

## Upcoming Testing Activities

- **May:** Request for testing scenarios
  - Review Beacon scenarios and solicit feedback and additional scenarios from agencies
- **May – July:** Integration Testing
  - Testing the end-to-end business processes
  - Includes testing agency interfaces to/from Beacon
- **August – October:** Payroll Comparison and UAT
  - Select DOT bi-weekly cycles
  - Central Payroll cycle A for June and July
  - Nurses and Teachers exception time
  - Garnishment details

## Deployment Scorecard

- Overall assessment of agency readiness in all areas
  - Data Conversion
  - Testing
  - Technical Readiness
  - Issues
  - Change, Communication, Training
  - Deployment
- Will be sent to agency head
- Color code:

**Green - Readiness consistent with timeline (50% and above)**

**Yellow - No current concerns; potential future concerns (25-50%)**

**Red - Readiness inconsistent with timeline; requires agency attention (less than 25%)**

**Pink - Insufficient data (e.g., not submitted; too early in timeline)**

## Example Scorecard Categories

Current Data Request Status	Current Data Request Status	Current Data Request Status	% of Validation Completed	% UAT - Processes Completed			
Manual Data Request Time	Manual Data Request PA	Manual Data Request Others	Data Validations	UAT			
Conversion				Testing			
% of Interfaces Completed (# tested divided by total #)	% of Employees with NCID Process Completed for all users	% of Employees with NCID Process Completed for SAP Core users	% of employees meeting Desktop minimums appropriate for their role(s)	% of Employees with SAP GUI Installed	% of Employees Tested Connectivity with SAP	% of Printers Configured	Yes/No
Interfaces	NCID	NCID	Desktop Standards	SAP Access	Connectivity	Printers	Open Issues
Technology							Issues

## Example Scorecard Categories

% of Employees with Prerequisite Basic Computer Skills	% of Employees Who Have registered/scheduled SAP Training	% of Employees Who Have Successfully Completed SAP Training	% of ESS users completed training (self/assisted)	Impact Analysis Yes/No	Role Mapping Yes/No	Communication updates - Adequate/ Less
Training -1	Training-2	Training-3	ESS Preparation	WFT	WFT	Communication

### Change, Communication and Training

Help Desk Strategy in Place (Yes/No)	Yes/No	Manually Assigned based on all criteria Green/Yellow/Red	-
Help Desk-2	Cutover Preparation	Over All Readiness grade	Remarks
	Deployment		

## Upcoming Project Activities



## Activities – Next 6 Weeks

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
16 • 2 pm HR Directors Open Forum • DHHS Div. Directors	17 • 10 am – BST Sponsor Meeting – Personnel Administration and Training Updates	18 • 10 am BST Tech Readiness Meeting • Agency instructor nominees due	19 • 2 pm CMOC Meeting	20	21	22
23 • 10 am DCR managers meeting	24 • 10 am – BST Lead Meeting – Personnel Administration and Training Updates	25 • BST training Agent Meeting • BST Communication Agent Meeting	26	27	28	29
30	May 1	2	3 • Impact Assessment Workshop	4	5	6
7	8 • 10 am DENR Sr. Mgmt Meeting	9	10 • 10 am CMOC Meeting	11	12	13
14	15	16	17	18	19	20
21	22 • 10 am – BST Sponsor Meeting – Org Mgmt and Shared Services Updates	23	24 • Role Mapping Workshop	25	26	27

## Upcoming Project Activities

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### What do we need from you?

- Communicate BEACON HR/Payroll Project information to agencies
- Review the BST Scorecards to verify your agency is participating with various BEACON HR/Payroll Project activities

## Upcoming Project Activities (Cont'd)

### What can you expect from us?

- Weekly BEACON HR/Payroll Project website updates
- BST Training Agent Meeting
- BST Communications Agent Meeting
- BST Change Agent Impact Assessment workshop on Thursday, May 3<sup>rd</sup> from 8:30-11:00am
- BST Change Agent Role Mapping workshop on Thursday, May 24<sup>th</sup> from 9:00am-noon
- Next Month's Topics include **Organizational Management** and **Shared Service** updates

**Questions?**

## Upcoming BST Sponsor Meetings

Date	Time
Tuesday, May 22, 2007	10 am – 11 am
Tuesday, June 19, 2007	10 am – 11 am
Tuesday, July 24, 2007	10 am – 11 am

Check out the BEACON HR/Payroll Project website at:

**[www.beacon.nc.gov](http://www.beacon.nc.gov)**



## BEACON HR/Payroll Project Resources

If you have any questions pertaining to the BSTs, communications, or change activities please contact:

- **Edward Brodsky**  
*Team Lead*  
edward.brodsky@ncosc.net  
Phone: 919-431-6520
- **Shirley Patterson**  
*Training Lead*  
shirley.patterson@ncosc.net  
Phone: 919-431-6626
- **Tyler Jones**  
*Communications Lead*  
tyler.jones@ncosc.net  
Phone: 919-431-6523
- **Libby Williams**  
*Change/Workforce Transition Lead*  
libby.williams@ncosc.net  
Phone: 919-431-6623